


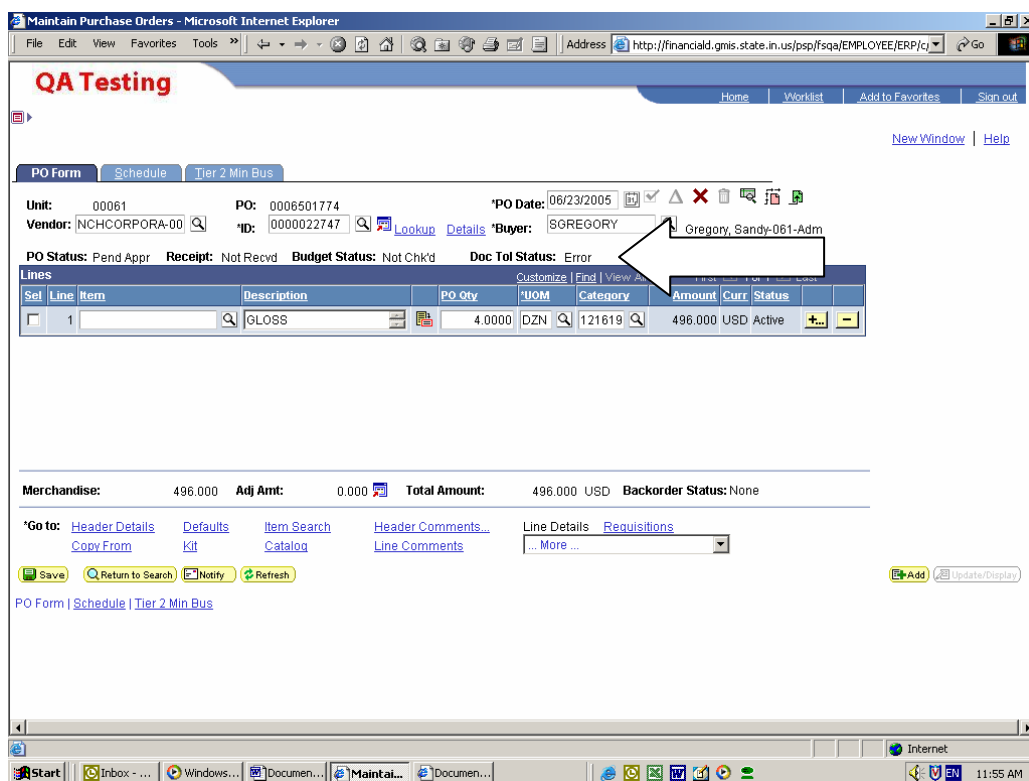
Document Tolerance Error Override

Purpose:

When budget checking has been initiated either from the budget check icon , the drop down menu item # 15 or the Budget Check link from the main menu you might receive Document Tolerance Errors. This will show you how to override the errors.

Procedure:

1.) To check to see if Document Tolerance Errors have occurred you will need to review the Purchase Order. The navigation to this is **Purchasing -> Purchase Orders -> Maintain Purchase Orders**. Find your purchase order; you should be at this screen:



Unit	Vendor	PO	PO Date	ID	Buyer	Doc Tol Status
00061	NCHCORPORA-00	0006501774	06/23/2005	0000022747	SGREGORY	Error

Line	Description	PO Qty	UOM	Category	Amount	Curr	Status
1	GLOSS	4.0000	DZN	121619	496.000	USD	Active

Merchandise: 496.000 Adj Amt: 0.000 Total Amount: 496.000 USD Backorder Status: None

If you have a Document Tolerance Error the Doc Tol Status will say error.

2.) The next step to correct the error you will need to click on the drop down menu on this page, and choose option # 19 titled Doc Tolerance Exception.

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Unit: 00061 PO: 0006501774 PO Date: 06/23/2005
 Vendor: NCHCORPORA-00 ID: 0000022747 Buyer: SGREGORY Gregory, Sandy-061-Adm

PO Status: Pend Appr Receipt: Not Recvd Budget Status: Not Chkd Doc Tol Status: Error

Line	Description	PO Qty	UOM	Category	Amount	Curr	Status
1	GLOSS	4.0000	DZN	121619	496.000	USD	Active

Merchandise: 496.000 Adj Amt: 0.000 Total Amount: 496.000 USD Backorder Status: None

*Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments...](#) [Line Details](#) [Requisitions](#)
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This will open a new window that looks like this:

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Doc Tol Exception

Business Unit: 00061 Document Type: Purchase Order ID: 0006501774

Source line: Line: 1 Sched: 1 Distrib: 1

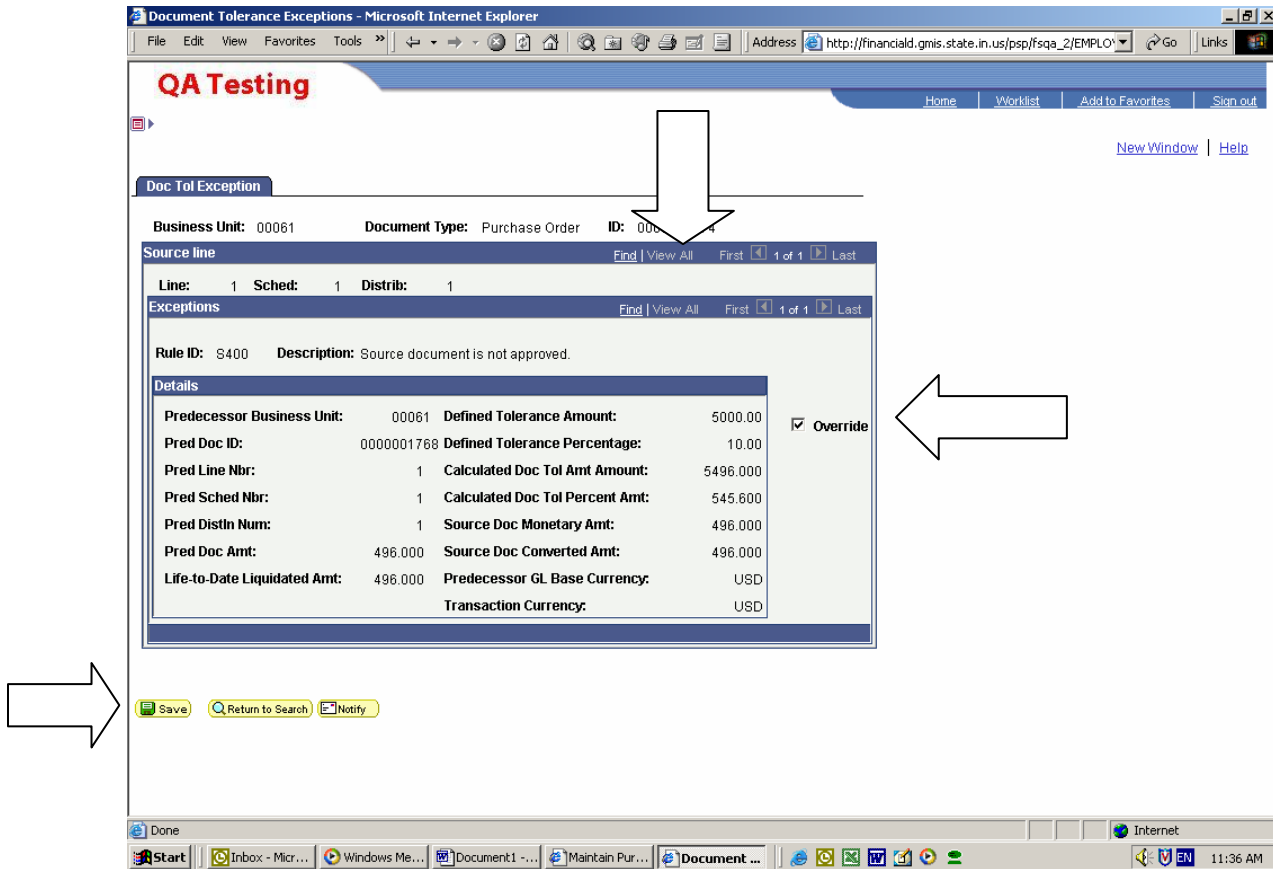
Exceptions: Rule ID: S400 Description: Source document is not approved.

Details	
Predecessor Business Unit:	00061
Defined Tolerance Amount:	5000.00
Pred Doc ID:	0000001768
Defined Tolerance Percentage:	10.00
Pred Line Nbr:	1
Calculated Doc Tol Amt Amount:	5496.000
Pred Sched Nbr:	1
Calculated Doc Tol Percent Amt:	545.600
Pred Distin Num:	1
Source Doc Monetary Amt:	496.000
Pred Doc Amt:	496.000
Source Doc Converted Amt:	496.000
Life-to-Date Liquidated Amt:	496.000
Predecessor GL Base Currency:	USD
Transaction Currency:	USD

☐ Override

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3.) At this window you will need to click the “Override” check box. (**Note:** There may be multiple lines that failed Document Tolerance checking.) You will need to do this for each line that failed. To view all the lines of the purchase order you will need to click the view all link on this page.



4.) Once you have clicked the “Override” check box for each item you must click on “Save”.

5.) Return to the purchase order and proceed with “Budget Checking” again.